QUANTUM LIFECYCLE PARTNERS ACCESSIBILITY PLAN

Objective	Action Required	Status
Review and Update of Accessibility Policies	• Development, implementation and maintenance of corporate policies governing how the organization achieves or will achieve accessibility. • Includes corporate statement of organizational commitment to meet accessibility needs of persons with disabilities.	• Accessibility policies updated
Accessibility Plans Implementation Date:	• Establish, implement and maintain a multi-year accessibility plan which addresses strategies to prevent/remove barriers. • Post multi-year plan on website. • Review and update plan every 5 years. • Post annual status report of progress.	• Plan developed and Implemented • Plan reviewed every year
Training	• Ensure that training is provided on the requirements of the accessibility standards regarding the AODA and the Human Rights Code as it pertains to people with disabilities. • Training shall be appropriate to the duties of employees, volunteers and other persons. • A record must be maintained of the training provided, including the training dates and the names of attendees.	• Human Resources will lead implementation of training strategy which incorporates redeveloped AODA and Human Rights in-class training • Human Resources has a system and protocol in place for managing employee training history records.
Feedback	• Ensure that any process for receiving and responding to feedback is accessible to persons with disabilities by providing or arranging for the provision of accessible formats and communication support.	• Quantum will use the tools appropriate for the circumstance, and/or third-party help to ensure that receiving and responding to feedback is at an acceptable level for all employees.

Accessible Formats and Communication Supports	• Accessible formats and communication supports for persons with disabilities must be provided or arranged upon request. • Consult with the person making the request to determine the suitability of an accessible format or communication support.	• Accessible Communications Policy and guidelines are in place to help Quantum develop, provide and receive accessible communications.
Emergency Procedure, Plans	• Quantum's Emergency Plans to be reviewed annually to ensure it fits the needs of all employees • Emergency plans to be easily accessible to all employees. • Individualized plans created for those with a disability as required.	• Quantum's emergency plan and policy complies with the province's accessibility standards legislation. • The emergency plan and policy are reviewed with all employees • Quantum will provide individualized workplace emergency response information to employees who have a disability. • Provide the workplace emergency response information to the person designated by the employer to provide assistance to the disabled employee.
Recruitment	• Notify employees and the public about the availability of accommodation for applicants with disabilities during recruitment process as appropriate.	• Requirements being met under current policies, programs and practices.
Assessment or Selection Process	• Consult with the applicant and provide suitable accommodation in a manner that takes into account the applicant's accessibility needs due to their disability.	• Implemented in Quantums Recruitment/Selection Process
Notice to Successful Applicants	• Quantum shall, when making offers of employment, notify the successful applicant of its policies for accommodating employees with disabilities.	• Language has been incorporated in Job offer letter • Training ongoing

Informing Employees of Supports	• Inform employees of its policies used to support employees with disabilities, including but not limited to, policies on the provision of job accommodations that consider an employee's accessibility needs due to disability. • Provide the information required to new employees as soon as practicable after they begin employment. • Provide updated information to its employees whenever there is a change to existing policies on the provision of job accommodation that take into account an employee's accessibility needs due to a disability.	• Employees trained on all policies and procedures • Onboarding program updated to include new policies and procedures • It is Quantum's best practice to train all employees on any updated or changed policy or practice before implementation.
Return to Work Process	• Develop and have in place a return to work process for its employees who have been absent from work due to a disability and require disability-related accommodations in order to return to work.	• Existing return to work programs and Disability Management Programs address steps required to address accommodation needs. This includes transition plans for returning to work.
Performance Management	• Performance management procedure shall take into account the accessibility needs of employees with disabilities, as well as the individual accommodation plans.	• HR to review performance management procedure.
Career Development and Advancement	• Quantum shall take into account the accessibility needs of its employees with disabilities as well as any individual accommodation plans, when providing career development and advancement to its employees with disabilities.	• Requirement being met under current practice.